



Department of Housing and Community Development

November 28, 2006

NOTIFICATION OF VACANCY

RE-ADVERTISEMENT

**COMMUNITY REPRESENTATIVE
(Program Administration Specialist II)**

POSITION #00338

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

HIRING SALARY RANGE:

\$40,000- \$56,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a highly-motivated Community Representative within the Project Management Office to oversee local government administration of the Community Development Block Grant Program and the Indoor Plumbing Rehabilitation Program. The selected self-starter will be the main point of contact for rural local government and non-profit partners to assure that they implement planning and construction projects in a manner that complies with the project contract, and with all applicable state and federal requirements. Oversees grant management by local governments of planning and construction projects, including completion of compliance reviews, provision of technical assistance, as well as internal provision of monthly updates and risk analyses. Plans and delivers training events and workshops.

QUALIFICATIONS GUIDE:

Demonstrated ability to read, learn, understand, apply and write about laws and regulations to the implementation of CDBG, IPR, and other DHCD-funded construction projects. Effectively interact with all individuals associated with planning and implementing projects. Demonstrated skill in developing and delivering technical presentations as well as facilitating group discussion. Manage time strategically, effectively handle multiple priorities. Must be able to travel independently of other agency staff, work independently and as part of a team. Flexibility and a "can-do" attitude are musts. Degree from a recognized four-year college or university or equivalent experience. Financial management experience required; experience in one or more of the following preferred: community development, grant writing/administration, housing construction/rehabilitation, local government or quasi-governmental entity, economic development.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION
THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY DECEMBER 12, 2006**

*For additional information contact our Human Resource Office, at (804) 371-7000
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